



DELAWARE JUDICIARY ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules)

Posting #AOC0803N17

MANAGEMENT ANALYST III

Opening Date: August 23, 2017 **Closing Date:** September 10, 2017
Salary: \$47,892 - \$59,865 per year (Minimum - Midpoint) Pay Grade 16*
Recruiting For: **Administrative Office of the Courts**
Location: City of Wilmington- Administrative Office of the Courts

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: In order to maximize the quality and impact that Delaware's Judicial Branch has on the communities it serves, the Delaware State Courts are committed to the development and enhancement of projects and programs that ensure access to justice for all Delaware citizens. Thus, the Judicial Branch has experienced tremendous growth and need for coordination in several areas that impact access to justice.

In addition, the development and growth of Problem-Solving Courts has become an important initiative for the Judiciary. Cross-court coordination of these initiatives is essential for long-term sustainability and efficiency, particularly since resources servicing these initiatives are often drawn from the same pool. The Administrative Office of the Courts is actively engaged in assisting with coordination, policy development, training initiatives, and the coordination of grant solicitations on behalf of the Problem-Solving Courts, as well as for other court programs, statewide.

Summary of Duties: This position will assist the Judicial Branch in the following primary areas of services:

- Facilitate the definition of project scope, goals, and deliverables
- Coordinate project management activities, resources, and information
- Monitor project progress and handle any issues that arise

- Grant research, development, and management.
- Staff and manage committees, including preparing and presenting reports, event organization, and assisting committees in communicating and implementing recommendations.
- Other support and coordination of court services (as assigned).

Work is performed under the general direction of an administrative supervisor and will include:

- Function as a liaison between the AOC and various public agencies and community-based organizations to facilitate delivery of services, program effectiveness, and general local support.
- Application of management information systems to evaluate achievement of program goals and gauge effectiveness.
- Organize training and provide educational opportunities on numerous subjects related to the best practices of Problem-Solving Courts and access to justice issues.
- Assist with the integration of services with court processing system.
- Research and evaluate development and grant opportunities for court projects and programs targeted at the increasing access to justice as well as other related issues.
- Provide assistance in determining grant availability and feasibility, write and submit grant applications, and monitor cross-court grant opportunities.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.” Resumes may not be substituted for the application.

1. Possession of a Bachelor’s Degree in the social sciences or a related field.
2. Experience in project management.
3. Knowledge of project management, facilitation, and coordination techniques and tools
4. Experience in a variety of writing styles, grant writing and narrative report writing.
5. Experience in designing studies which includes determining study goals and objectives, information needed, data sources, sampling, and collection methods.
6. Experience in conducting studies which includes evaluating operations, programs, services, policies, and procedures to determine efficiency, effectiveness, whether goals and objectives are met, and compliance with laws, rules, regulations, policies, and procedures.
7. Ability to coordinate, oversee, and follow through on work assignments in order to obtain desired results.
8. Experience in making recommendations for continuation or changes to operations, programs, services, policies, or procedures based on findings.
9. Experience in interpreting laws, rules, regulations, standards, policies, and procedures.
10. Ability to communicate courteously and effectively, both verbally and in writing.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@state.de.us (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:
 Administrative Office of the Courts
 The Renaissance Centre
 405 N. King Street, Suite 507
 Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary
 An Equal Opportunity and Affirmative Action Employer**